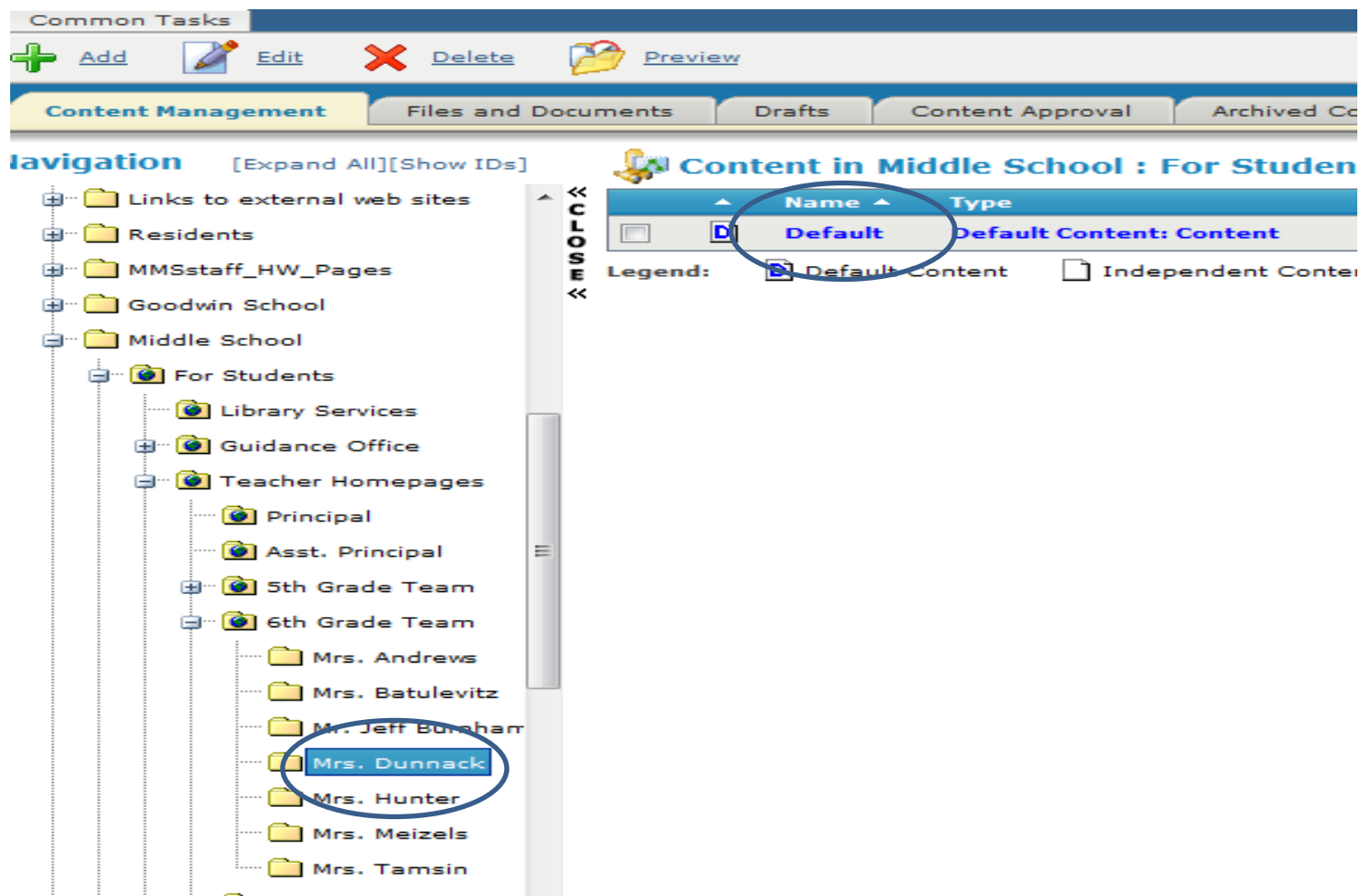



## Editing Web Pages in QContent

Editing Web Pages in QContent is easier than you can imagine. If you've been creating teacher homework pages, then the process is the same....just a different page to work on.


1. After logging into [www.mansfieldct.org/controls](http://www.mansfieldct.org/controls), look at the Navigation frame on the left side of the screen. You can find your folder by clicking on the "+" next to the **Mansfield Public Schools** folder and the "+" next to the **Middle School** folder. Do the same next to **For Students** and **Teacher Homepages**. Choose your grade or team folder and then double click on your folder. You will then see the **BLUE Default** link in the "Content in Middle School" window. Click on it once.



2. A web page template has been created for you. You have rights to edit and publish this page and any other pages that you create in this folder. The tool bars should look familiar. You may change the content title (circled) and modify the page to meet your needs. If you have a Teacher Homework page, a link has already been made for you from this page to that one.

 **Editing Content Middle School : For Students : Teacher Homepages : 6th Grade Team : Mrs. Dunnack : default**


[Click here to return to the list](#)


**Content Instance**  
Select the content instance to edit:  

**Content Type**  
 [Open new window](#)

**Dynamic Content**  
Template to apply:   
Content name:   
Content title:  \*

Meta description:  ☐ Publish on date:   
Meta keywords:  ☐ Expire on date:



 **Mansfield Middle School**  
**Mrs. Dunnack**

**HOME**

This page may be modified any way to fit your needs.

**Welcome**

**Welcome message**..... dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo








 **Design**  **HTML**  **Preview**

TABLE > TBODY > TR > TD > RemoveElement

Width  Border color  Alignment  Cell Properties   
Height  Border Width  Background  Nowrap ☐ Classname

[Publish](#) [Save as Draft](#) [Return to list](#)

- The tools in the tool bar are pretty intuitive. Either they are labeled, like "Font Name," "Size," etc. or you may point your mouse at a tool and a label will pop up. When you are done editing....click the Publish button at the bottom of the page...keep in mind there are two scroll bars....you'll need to scroll down with the inside scroll bar.

Dynamic Content

Template to apply: Default Template

Content name: default \*

Content title: Mrs. Dunnack Home Page \*

Meta description: Mrs. Dunnack

Meta keywords: Mrs. Dunnack

Publish on date: 5/20/2011

Expire on date: 5/20/2011

Hyperlink Manager

Mansfield Middle School

Mrs. Dunnack

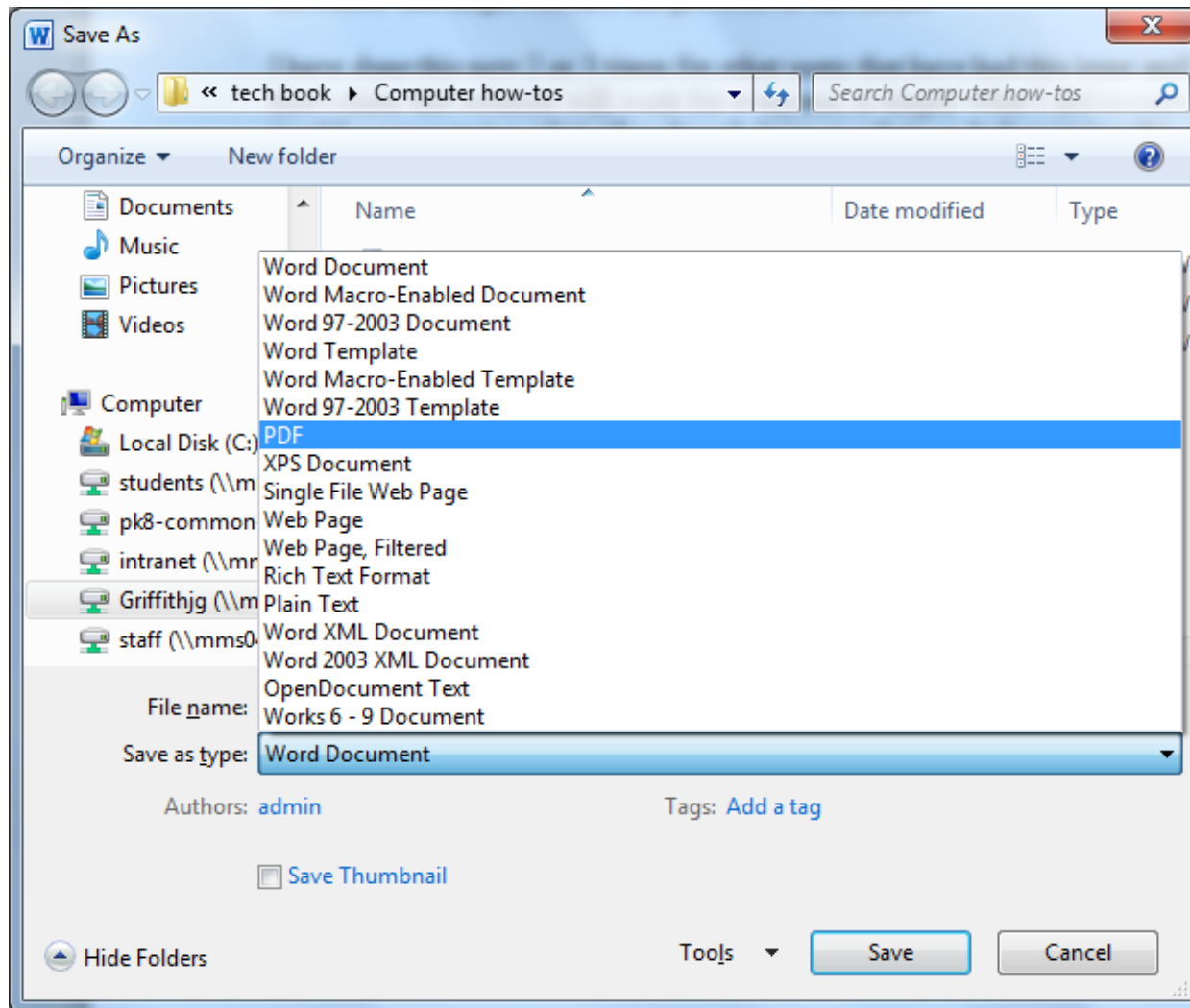
HOME

This page may be modified any way to fit your needs.

Welcome

## 4. Uploading files or documents.

- a. If you want to put a link to a PDF document on your page, you can **FIRST** save a Microsoft Word document as a **PDF** by clicking **Save As Type** and then choosing PDF from the menu.



- b. To upload the **PDF** document to your web page folder, choose the **Files and Document** tab and then click the green “+” to Add a file. Put a check box in the **File to Upload Box** and click the **Select** button to browse to your PDF document. Once you’ve selected the PDF file, click the **Upload** button to put it in your **Files and Documents** folder.

The screenshot displays the QContent web interface. At the top, there is a menu bar with 'File', 'Edit', 'Tools', and 'Help'. Below this is a 'Common Tasks' bar with icons for '+ Add', 'Edit', 'Delete', and 'Preview'. The 'Files and Documents' tab is selected and highlighted. To the right of the tabs is a 'Help Center' link and a 'Search help:' input field. The main content area is titled 'Add File(s) To Middle School : For Students : Teacher Homepages : 6th'. On the left, a navigation tree shows a hierarchy of folders: 'MMSstaff\_HW\_Pages', 'Goodwin School', 'Middle School', 'For Students', 'Library Services', 'Guidance Office', 'Teacher Homepages', 'Principal', 'Asst. Principal', '5th Grade Team', '6th Grade Team', and a list of teachers including 'Mrs. Andrews', 'Mrs. Batulevitz', 'Mr. Jeff Burnham', 'Mrs. Dunnack' (highlighted), and 'Mrs. Hunter'. The main area contains a 'File Information' form with fields for 'File to upload:' (with a checkbox), 'File title:', 'File description:', and 'File keywords:'. A 'Select' button is next to the 'File to upload:' field. Below the form are 'Add' and 'Delete' buttons. At the bottom, there is a red text warning: 'Max. file size allowed: 20000KB (20MB)', and 'Upload' and 'Return to list' buttons. Several elements are circled in blue: the '+ Add' button, the 'Files and Documents' tab, the 'File to upload:' checkbox, the 'Select' button, and the 'Upload' button.

- c. To make an **“Internal Link”** to the document that you uploaded, highlight the words that you want to make the link to. Click on the **Internal Link** icon. In the Internal Link Manager click the **Files and Documents** Tab. Click on the document that you want to link to...and then click **Insert Link** at the

The screenshot displays the QContent web interface. The main window is titled "Editing Content Middle School : For Students : Teacher Homepages : 6th Grade Team : Mrs. Dunnack : default". The "Internal Link Manager" dialog box is open, showing the "Files and Documents" tab. The "Navigation" pane on the left lists the site structure, with "dir.pdf" selected under the "Intranet" folder. The "Content Management" pane on the right shows a table with columns "Name" and "Type", listing "dir.pdf" as a "PDF Document". The "Insert Link" button is highlighted at the bottom of the dialog box. The background shows the "Editing Content" page for "Mrs. Dunnack Home Page".

Internal Link Manager

HREF: /filestorage/11169/11181/11298/

Show options

Navigation [Expand All][Show IDs]

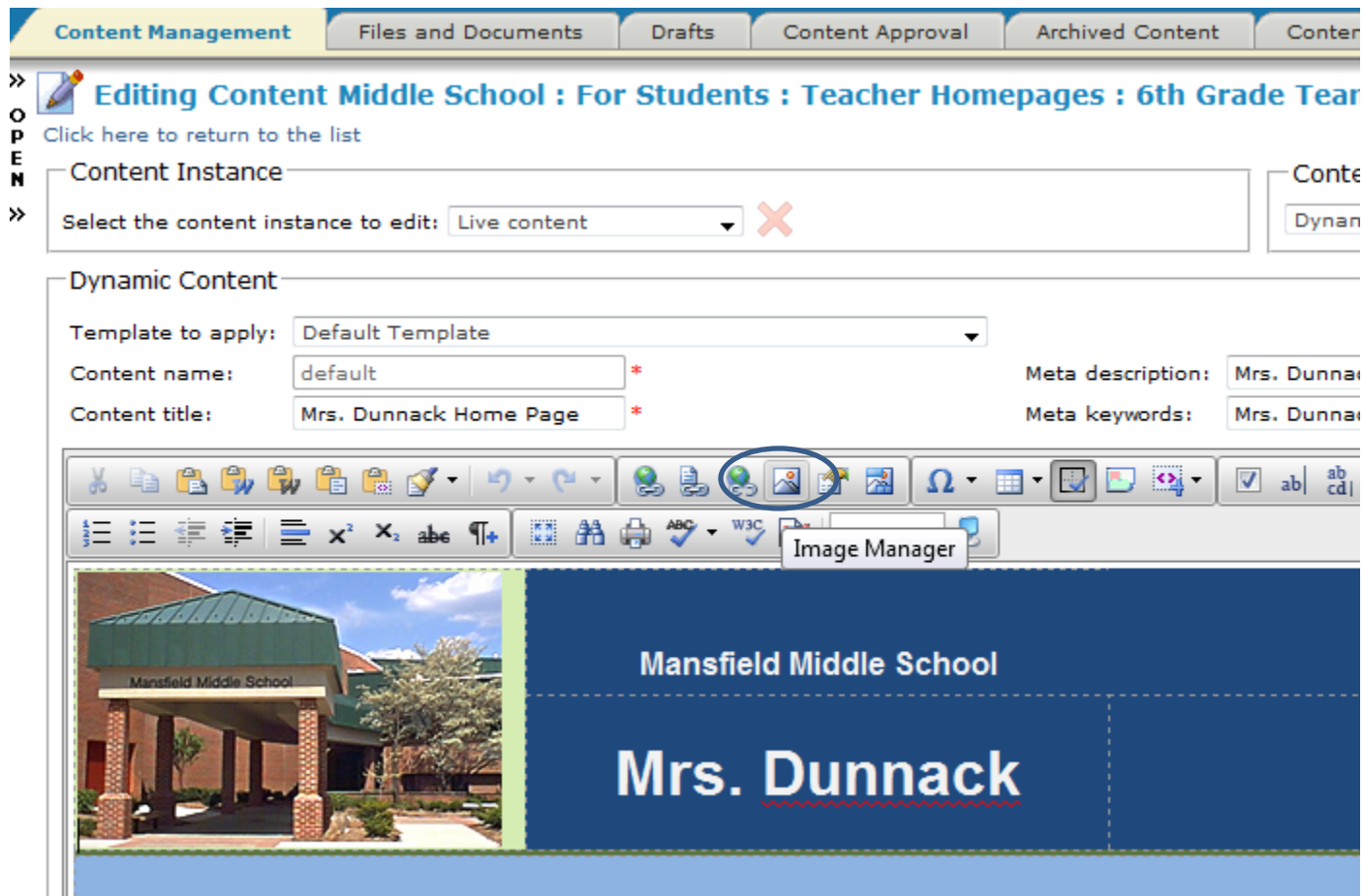
Town of Mansfield, CT

- Home
- About Us
- Boards & Committees
- Business
- Departments & Services
- Document Center
- Schools
- Visitors
- Intranet
- Agendas & Minutes
- FAQ

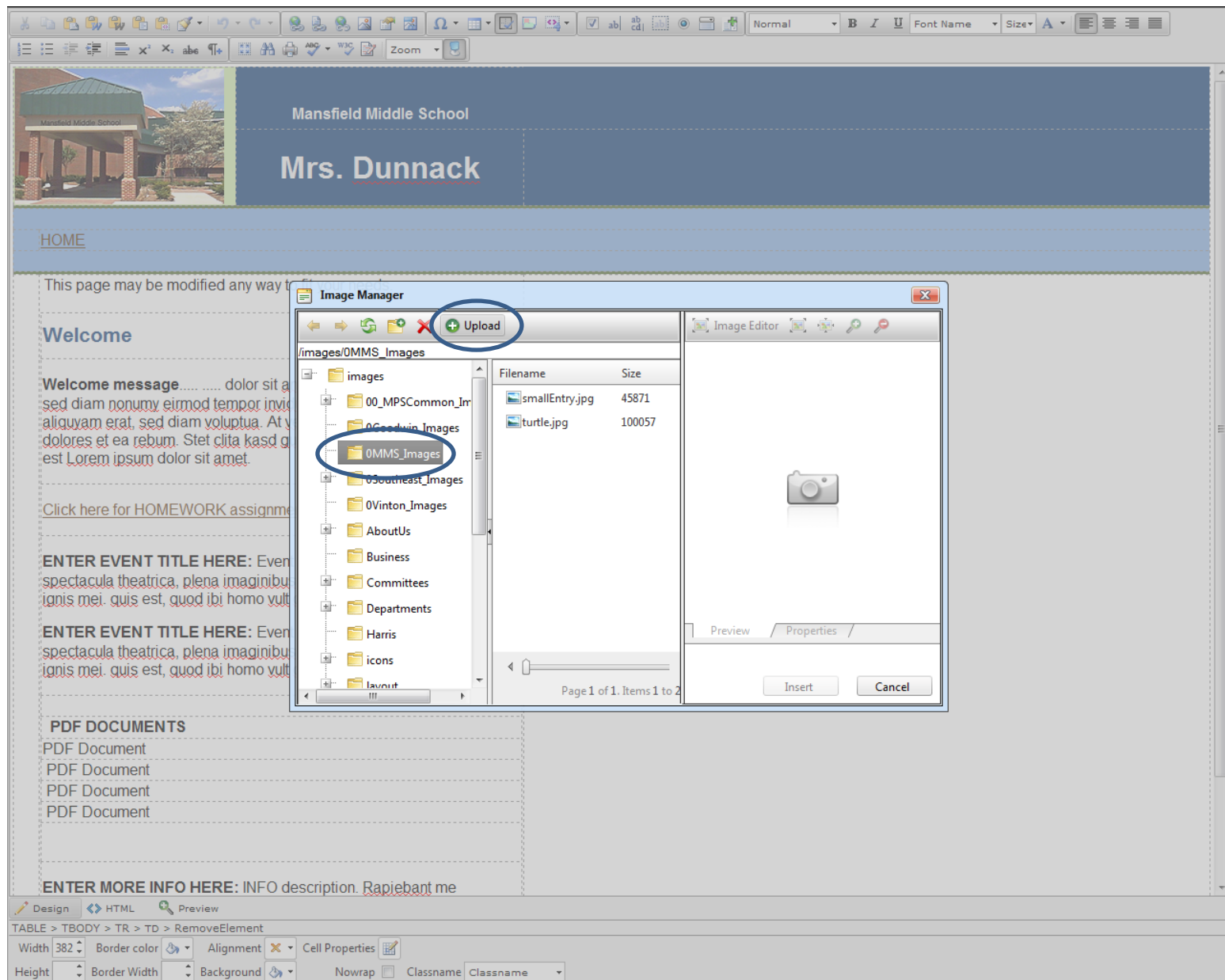
Name	Type
dir.pdf	PDF Document

Insert Link Cancel

5. Inserting an Image on your web page
  - a. Putting an image on your web page is a simple process, once you get the hang of it!
  - b. On the main toolbar on your Content management page, click the **Image Manager** icon.

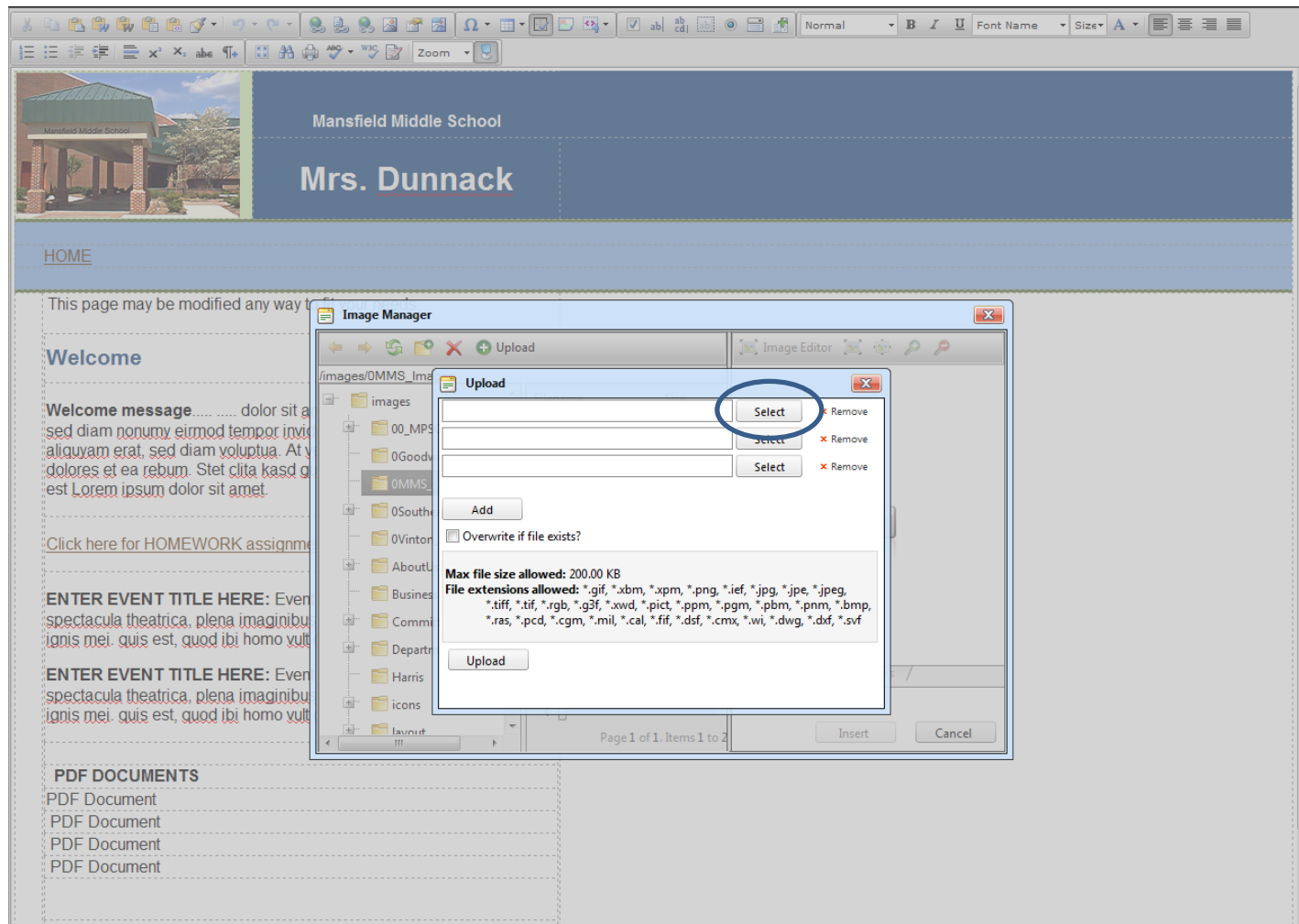


- c. An **Image Manager** window will appear. MMS members load their images to the common folder, **0MMS\_Images**. Click on that folder to select it. Click on the **+Upload** button at the top of the window.

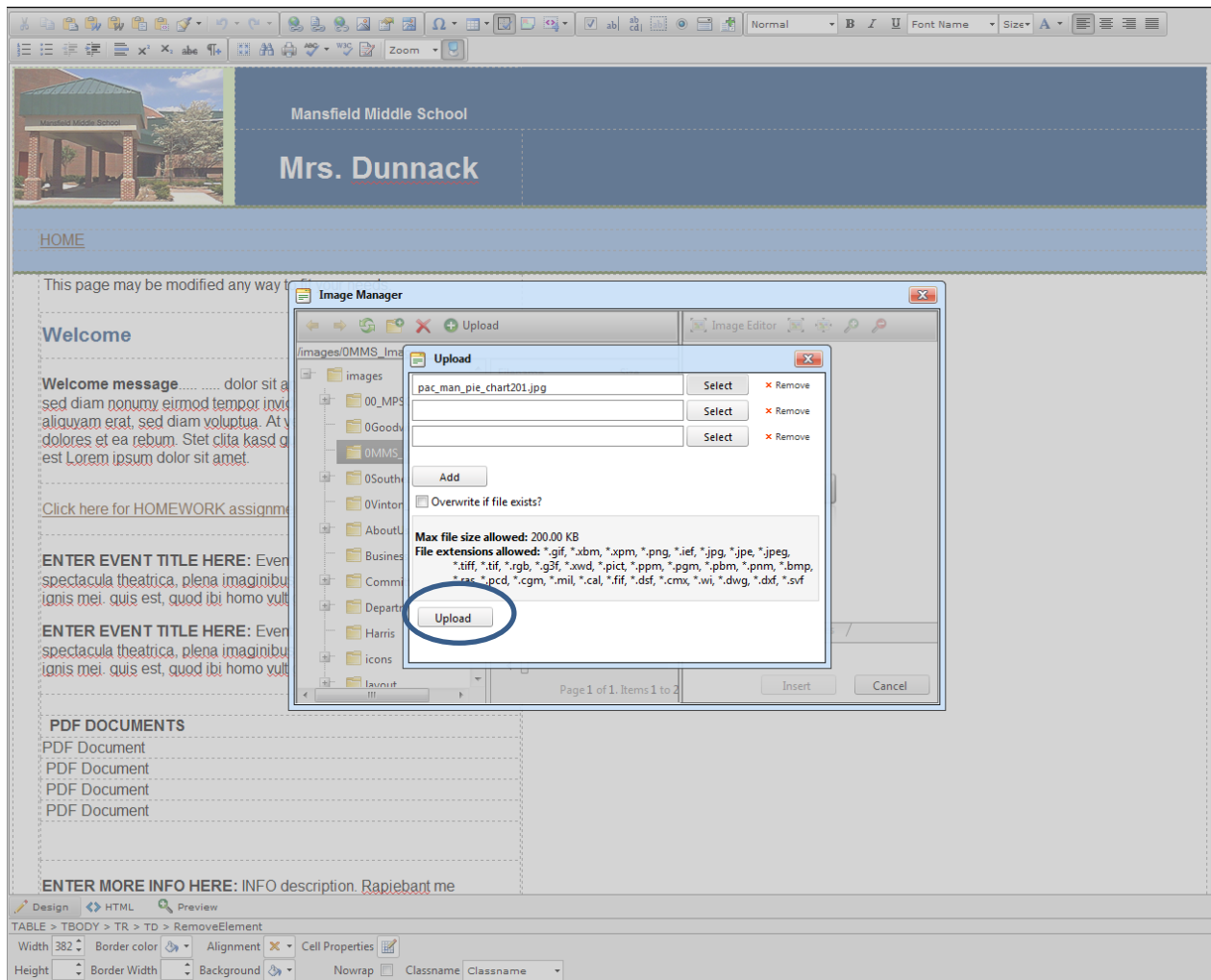




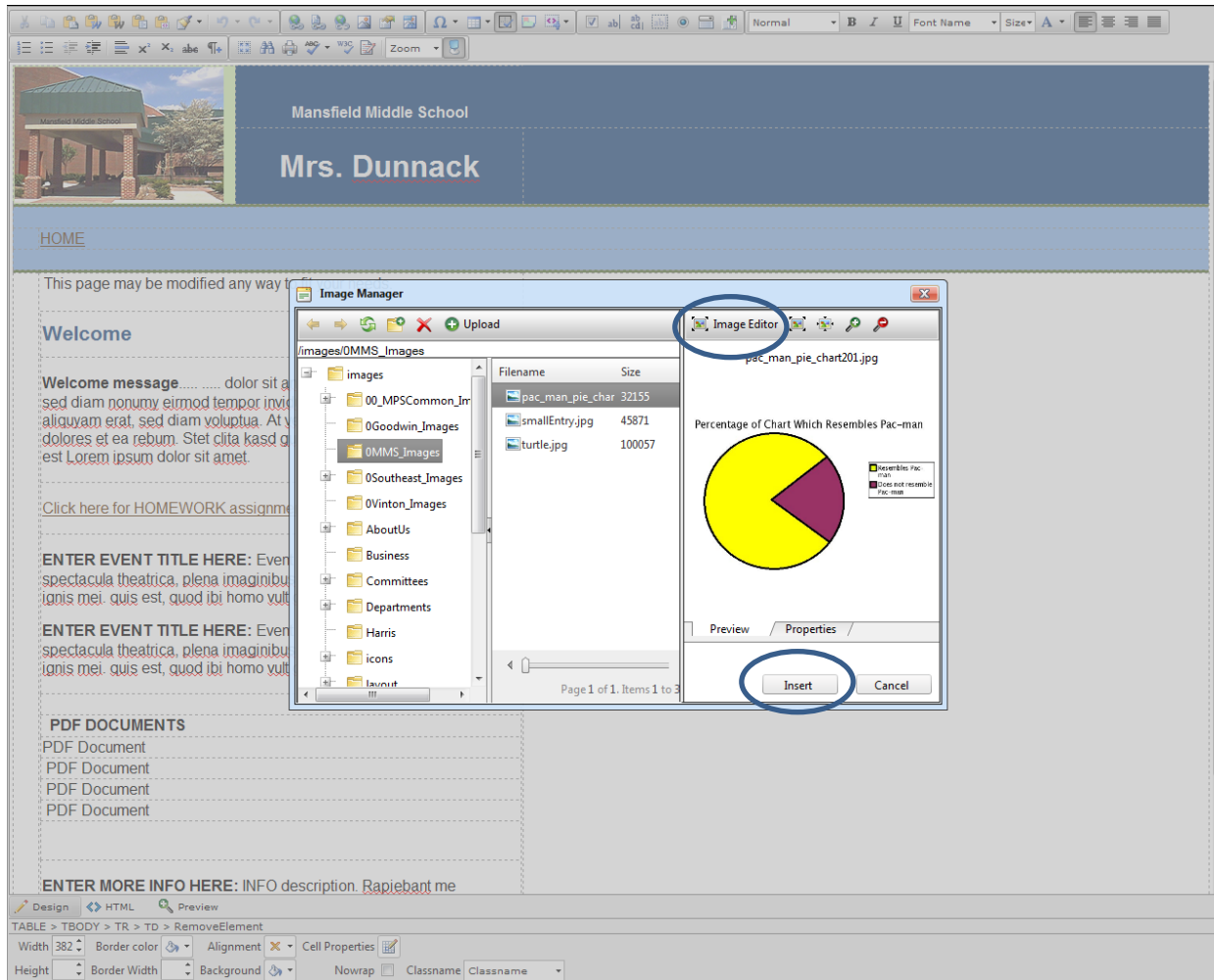
- d. An Upload window will appear. Click on **Select** and browse to your image or picture. A couple of VERY IMPORTANT things to keep in mind:
- The file name of your image or picture should be unique and you should be able to identify it. The images folder we are using will be used by all of us. So for example, if you want to have an image of the sun (that shiny thing in sky in the middle of the summer) I would suggest that you name give it the file name "dunnack\_sun210". This would be unique to Mrs. Dunnack with an image name and her room number. If she had more than one image of a sun, then the second sun file name would be "dunnack\_sun210\_1" Once you get use to this, it will be very easy and manageable. Only click on "Overwrite if file exists" box if you specifically want to overwrite your own file.
  - The image or picture may not exceed 200 kb. Right click on the image to determine the size. The **Paint program** is a good application to make necessary adjustments.



iii. Once you've selected your image, click the **Upload** button.



- iv. You may use the image editor here to modify your picture, as well. Once you're satisfied with your image, click, **Insert**. On the page that you are inserting the image, make sure you have clicked in the location where you want your image to appear.



v. Voila !

Mansfield Middle School

Mrs. Dunnack

HOME

This page may be modified any way to fit your needs.

### Welcome

**Welcome message**..... dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

[Click here for HOMEWORK assignments](#)

**ENTER EVENT TITLE HERE:** Event description. Rapiebant me spectacula theatra, plena imaginibus miseriarum mearum et fomitibus ignis mei. quis est, quod ibi homo vult dolere.

**ENTER EVENT TITLE HERE:** Event description. Rapiebant me spectacula theatra, plena imaginibus miseriarum mearum et fomitibus ignis mei. quis est, quod ibi homo vult dolere.

### PDF DOCUMENTS

PDF Document

PDF Document

PDF Document

PDF Document

### Percentage of Chart Which Resembles Pac-man

Category	Percentage
Resembles Pac-man	75%
Does not resemble Pac-man	25%

**ENTER MORE INFO HERE:** INFO description. Rapiebant me

Design HTML Preview

TABLE > TBODY > TR > TD > IMG > RemoveElement

Width 461 Border color ToolTip Alignment

Height 293 Border Width Classname Properties...

6. One of the objectives of the implementation of a new web site is to allow you to publish your work immediately on the World Wide Web as soon as you are done with your modifications (no longer need to wait until the upload at 3:00pm each day!). Another objective is to make it quick and easy to edit / post information online. This tool is accessible from anywhere with an Internet connection and is very similar to using Microsoft Word. A final objective was to have the schools' "main" pages offer the information and formatting more common to what people expect from a modern website.